



University of Pittsburgh

School of Pharmacy

Appointment, Promotion, and Award of Tenure:
Faculty and Committee Guidance Document

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PROCESS FOR APPOINTING CANDIDATES TO THE FACULTY

All faculty members of the School of Pharmacy must be appointed to a department.

Role of the Department Chair

At the conclusion of a search, the department chair has the responsibility of checking references, gaining administrative approval for the offer, and recommends the rank to which the candidate is to be appointed.

Senior lecturer, instructor, and assistant professor. For appointments at the ranks of senior lecturer, instructor, and assistant professor, the department chair forwards the candidate's CV, other summaries of credentials, and a minimum of three letters of recommendation along with the appointment letter to the dean. The dean subsequently sends the entire packet for approval by the senior vice chancellor.

Associate professor and professor. For appointments at the rank of associate professor and professor, the department chair works with the candidate who must develop a dossier that is suitable for reviewing credentials for teaching, research, and service. The department chair forwards the candidate's CV, dossier, and a minimum of six letters of recommendation to the Appointment, Promotion, and Tenure Committee for review. The department chair also submits a letter to the committee recommending the candidate at the specified rank and tenure status.

The Role of the Appointment, Promotion and Tenure Committee

Appointment to the faculty is time sensitive. Therefore, the committee has the responsibility of reviewing the material and responding in a timely fashion.

The committee reviews the candidate's credentials using the School of Pharmacy's "Guidelines and Criteria for Faculty Promotion and Award of Tenure" for appointment at the specified rank. The committee members consider the experience and accomplishments of the candidate with regard to academic degree; accomplishments in teaching, scholarly work, and service; and current or planned involvement in school programs. After such review, the committee's recommendation—including suggested rank—the curriculum vitae of the individual, and all other relevant documents is committed to writing and is forwarded to the dean for further action.

In cases of appointment to a tenured position, the chancellor gives the final approval and makes the appointment.

Approved by the School of Pharmacy
January 20, 2015

Approved by the Senior Vice Chancellor of the Health Sciences
February 25, 2015

PROCESS FOR FACULTY PROMOTION AND AWARD OF TENURE

The process of promotion at any rank is initiated by submission of a letter from the department chair along with supporting documents submitted by the candidate. The letter from the department chair should be addressed to the chair of the Academic Appointment, Promotion and Tenure (APT) Committee and should indicate intent to support, or not to support, the candidate's request for promotion to a specific rank, with or without tenure.

For promotion to the rank of associate professor or professor, the candidate under consideration must prepare a promotion review document. This document must contain a personal statement summarizing the candidate's record of achievements, an updated CV, and portfolios that provide documentation of accomplishments and impact in the areas of teaching, research, clinical practice (if applicable), and service. The promotion review document should be prepared according to the guidelines provided below. The candidate also is encouraged to provide a list to the APT committee of recommended external reviewers.

For promotion from instructor to assistant professor, the candidate under consideration must provide an updated CV and a letter describing the candidate's potential for meaningful contributions and impact that would justify promotion. Other components of a promotion review document, such as portfolios documenting accomplishments in teaching, research, and service, are not required for promotion from instructor to assistant professor.

Promotion to Associate Professor or Professor

Once the letter from the department chair and supporting documents are received by the APT Committee chair, a list of 10-12 potential external referees is compiled by the committee. This list will include at least one individual recommended by the candidate and at least one individual recommended by the candidate's department chair. All external referees will hold a position and rank equivalent to or above the position and rank to which the candidate aspires. External referees are contacted, the promotion review document and guidelines are distributed, and responses are collected. Letters of review also are solicited from faculty within the candidate's department with rank at or above the rank to which the candidate aspires.

Once all letters are received, the committee meets, undergoes careful review of the data, and votes on a recommendation to approve the request for promotion. Only APT members at or above the rank to which the candidate aspires are eligible to vote on the recommendation for promotion. If the candidate is also being considered for tenure, a separate vote is taken on the recommendation for conferral of tenure. Only those APT members with tenure are eligible to vote on the recommendation for conferral of tenure. A report is submitted to the dean summarizing these activities and the recommendations of the committee.

Promotion from Instructor to Assistant Professor

The letter from the department chair and supporting documents from the candidate are reviewed by the APT committee. After careful review, the committee votes on a recommendation to approve the request for promotion. A report is submitted to the dean summarizing these activities and the recommendations of the committee.

Process: Promotion and Tenure

Next steps

After the dean receives the report from the APT Committee, the dean submits a recommendation along with the supporting documents to the Office of the Senior Vice Chancellor of the Health Sciences. The senior vice chancellor of the health sciences and provost, serially recommend action after review of the entire packet of letters and the promotion review document. In the case of tenure, all materials and recommendations from the senior vice chancellor and provost are forwarded to the chancellor for further review. An additional step engages Faculty Records. Once the candidate's entire packet has been acted upon, the Office of the Dean and the candidate are notified. See Appendix 1 for a timeline.

For details concerning faculty reviews and appeals, grievances, faculty leave, and appointment to the rank of distinguished professor, faculty are referred to the following policies and guidelines:

<http://www.provost.pitt.edu/faculty-affairs/>

Approved by the School of Pharmacy
November 7, 2014

Approved by the Senior Vice Chancellor of the Health Sciences
February 25, 2015